

# TRINITY LUTHERAN CHURCH BOARD OF CHRISTIAN SCHOOL POLICY MANUAL

## Trinity School Records

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Trinity school records shall be housed in the administrative offices of the school. It shall be the responsibility of the principal to oversee the maintenance and accuracy of the records. The following records shall be kept and preserved, according to the schedule below:

Minutes of the Board of Trinity School	Permanently
Annual budget	Permanently
Permanent record of individual pupil	Permanently
Written calls	10 years
Program grants	As determined by the grant

Personnel records shall be housed in the administrative offices of Trinity school. The principal shall maintain the personnel.

An inventory of the furniture, equipment and other non-consumable items other than real property of the school shall be conducted annually under the supervision of the principal. This report shall be filed with the Board secretary.

The permanent and cumulative records of students currently enrolled in Trinity School shall be housed in the administrative office. Permanent records must be housed in a fireproof vault. The principal shall be responsible for keeping those records current. Records of students who have graduated or are no longer enrolled in Trinity School shall also be housed in the administrative office. These records are to be maintained by the school secretary and principal.